



**OFFICE OF THE SELECTBOARD**

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**PLANNING AND ZONING ADMINSTRATOR**

The Planning and Zoning Administrator shall be responsible for providing adequate information to the general public and Planning and Zoning Board members to reasonably ensure that the provisions of the Town of Charlestown land use regulations are legal and adequate and are addressed during review by the respective land use board. In accomplishing these tasks, the Administrator shall perform the following duties:

Review of Applications:

1. Inform and advise applicants for subdivision or site plan approval of the requirements for a completed application.
2. Make preliminary judgments concerning Major or Minor designation of proposals, and advise applicant and Board accordingly.
3. Review each application against the checklists provided by the respective Boards for completeness, compliance with State and local regulations and potential for impacts upon adjacent properties, public infrastructure and/or natural resources. Provide a written summary of the planning/zoning review issues for each application to Board members at the commencement of each Board meeting.
4. Prepare the proposed agenda and public notice for each meeting, in coordination with Board Chairs.
5. Make site inspections as needed, and recommend whether member inspection is advised.
6. Notify applicants in writing with a copy of the Board's decision as specified in the Site Plan Review Regulations and Subdivisions Regulations, including any conditions imposed by the Board.
7. Oversee preparation of minutes of Board meetings and review for accuracy, compliance with State statutes regarding timeliness, right-to-know and established distribution policy.

### Planning

8. Annually summarized revisions to State statutes relating to Boards' activities and provide appropriate draft revisions to the Boards.
9. Annually review current Town land use regulations, forms, and procedures, noting changes suggested by the Board during the year, and make timely recommendations for amendments/changes for presentation to the voters.
10. Undertake research, drafting and advising the Board, in order to assist them in updating the Town master Plan, Subdivisions, Site Plan and Zoning Ordinances, in compliance with State statutes, at the request of the Board.
11. Provide members and interested citizens copies of drafts of ordinances, in order to facilitate their participation in the review process.
12. Keep Board apprized of the statutory time-table for scheduling hearings for adopting ordinance. Oversee the public and posting of required notices.

The Planning Administrator receives direction from a majority vote of the Planning Board and is reviewed by the collective action of the Planning Board.

### Zoning

13. Set up and maintain a system for recording compliance with Planning Board Decisions under the Zoning Ordinance, Building Code, Subdivision approval, Site Plan approval and Sign ordinance.
14. Receive complaints and notify property owner regarding compliance with Planning Board decisions and with provisions of the Zoning Ordinance, Building Code, Subdivision Regulations Site Plan Regulations and Site Ordinance.
15. Conduct site visits, advise on how to achieve compliance and notify property owner of results or inspection.
16. Send notice of violation to property owner, if necessary.
17. Work with Town's Health Officer to enforce any violations.
18. Advise Selectboard of need for enforcement action, recommend appropriate measures to secure compliance and work with Town Attorney on follow-up.
19. If violation is of State law, send notice to appropriate State agency with a copy of the inspection report and prior notices to property owner.
20. Keep the Selectboard and Planning Board informed on a regular basis on the status of compliance reviews and enforcement actions.

The Zoning Administrator receives direction of the Selectboard.

*The Town of Charlestown prohibits discrimination on the basis of race, color, national origin, gender, sexual orientation, religion, age, disability, marital or family status.*

*The Town of Charlestown is an equal opportunity employer*

Administration and Public Information

21. Established regular office hours to be available to the public and applicants.
22. Prepare advertisements, press releases and informational articles for the local press, as required or directed by Boards.
23. Draft the annual report for the Planning and Zoning Boards for the Town Report.
24. Draft and administer the department's budgets.
25. Draft legal review questions, as directed by the respective Boards, for referral to the Town's Attorney.
26. Review all correspondence addressed to the Boards, draft replies as warranted and bring to their attention materials of relevance.
27. Attend meetings and seminars relating to land use activities, as authorized by the Board and disseminate relevant information to board members.
28. Periodically review office procedures and recommend improvements to the Board.
29. Any other projects/work that may arise throughout the course of the daily/weekly/annual office activity. Perform other related duties, as assigned by the Respective Boards.